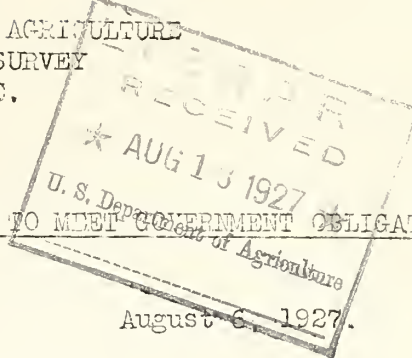


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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
Washington, D. C.MEMORANDUM REGARDING USE OF PERSONAL FUNDS TO MEET GOVERNMENT OBLIGATIONS

August 6, 1927.

Reference is made to P.B.A. Circular No. 50 on this subject.

As a rule, Government obligations should be paid by disbursing officers provided for this purpose. There are, however, a few exceptions to this general rule based upon the principle that the method of payment must not be permitted to obstruct rather than to expedite the transaction of Government business. These exceptions may be classed under three heads as follows:

1. Expenses incurred directly incident to official travel.-- These expenses may be paid in cash without explanation as to the necessity of such method of payment unless a different method is specifically provided by regulation, as, for instance, the payment of railroad transportation and the like by transportation requests, or when the item of travel expense is so large in amount or extends over such a period of time that on the face of the matter, at least, form-1034 voucher might well be used, as, for example, the hire as a means of transportation of a special conveyance for a considerable distance or period of time, or the purchase of a large bill of subsistence supplies. Subsistence at hotel or restaurant, lodging, portage, and similar items will, of course, be paid in cash without explanation, in accordance with Standardized Government Travel Regulations.

2. The purchase while in travel status of necessary emergency supplies, not in the nature of a personal travel expense, where only a small amount is involved.--Such purchases will be understood to be emergency and no explanation need be given thereof, provided that the amount involved in any one purchase does not exceed \$5. Care should, of course, be exercised to prevent too many of such items appearing in an account. Please note also that, except as indicated in item 3, payment for personal services should not be made in cash except where such services are for only a short period or for a small job, as, for example, the hire of a stenographer for a few hours or the hire of a guide for a short time, and the like.

3. Where cash payment is demanded.--If it becomes necessary to make purchase of supplies or to hire personal services and the only condition upon which such supplies or services can be obtained is by paying cash, then such payment is justified. Explanation should be given in all such cases that cash payment was demanded.

What has heretofore been said in this memorandum applies chiefly

to employees in a travel status. Reference is made to Standardized Government Travel Regulations 90, 91, 92, 93, and 94. When an employee is located at his official station there should be fewer occasions for making cash payments than when he is in a travel status, as the necessary forms are readily available, and through his acquaintance with the people of the community little difficulty should be experienced in obtaining credit for the Government for such items of supplies or services as he may be authorized to procure. He should, where the extent of the business justifies such a course, open charge accounts in favor of the Government and submit vouchers covering payments by the month or other convenient period. This is specially true of telegraph and similar accounts. Nothing in what has just been stated is to be understood as preventing at official station the purchase of small emergency items of supply and the payment therefor in cash. Reference is made to paragraph 36 of Bi-358a, June 15, 1927.

It will be appreciated by employees that payment of Government obligations through the disbursing office should be made whenever practicable, not only because it is the prescribed method of payment, but because it lessens the employee's responsibility and relieves his personal or advanced funds of unnecessary burdens.

Paul G. Radington
Chief of Bureau.

